



Site Facilities Officer

March 2025





Welcome to St George's Primary School

St George's is a vibrant and friendly school that has been at the heart of the St George's Road community for over 130 years.

At St George's we aim to make learning exciting and meaningful so that every child in our community has the opportunity to achieve their full potential.

About Us

In November 2016 the school converted to academy status joining the Yorkshire and the Humber Cooperative Learning Trust as a founder member.

Values and Ethos

At St George's we recognise every child's right to a broad and balanced education in a safe environment that nurtures talent, creativity and individuality in all its forms. We aim to equip every child with the academic, social and creative skills to flourish in a diverse, exciting and ever-changing world.

We strive to develop confidence, resilience and high self-esteem in all learners so that they are able to persevere in times of difficulty and see mistakes not as failure but as opportunities to learn.

We celebrate diversity and together we learn to value and respect each other's views, beliefs and ways of life.

Every child matters - every childhood matters.



Results - St George's Primary School

KS2	% at age related expectation -School	% at age related expectation - National
Reading	63.3	73
Writing	53.3	71
Maths	73.3	73
RWM	50	59

KS1	% at age related expectation -School	% at age related expectation - National
Reading	66.7	69
Writing	60	61
Maths	60	71

EYFS	% good level of development
School	53.3
National	68





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



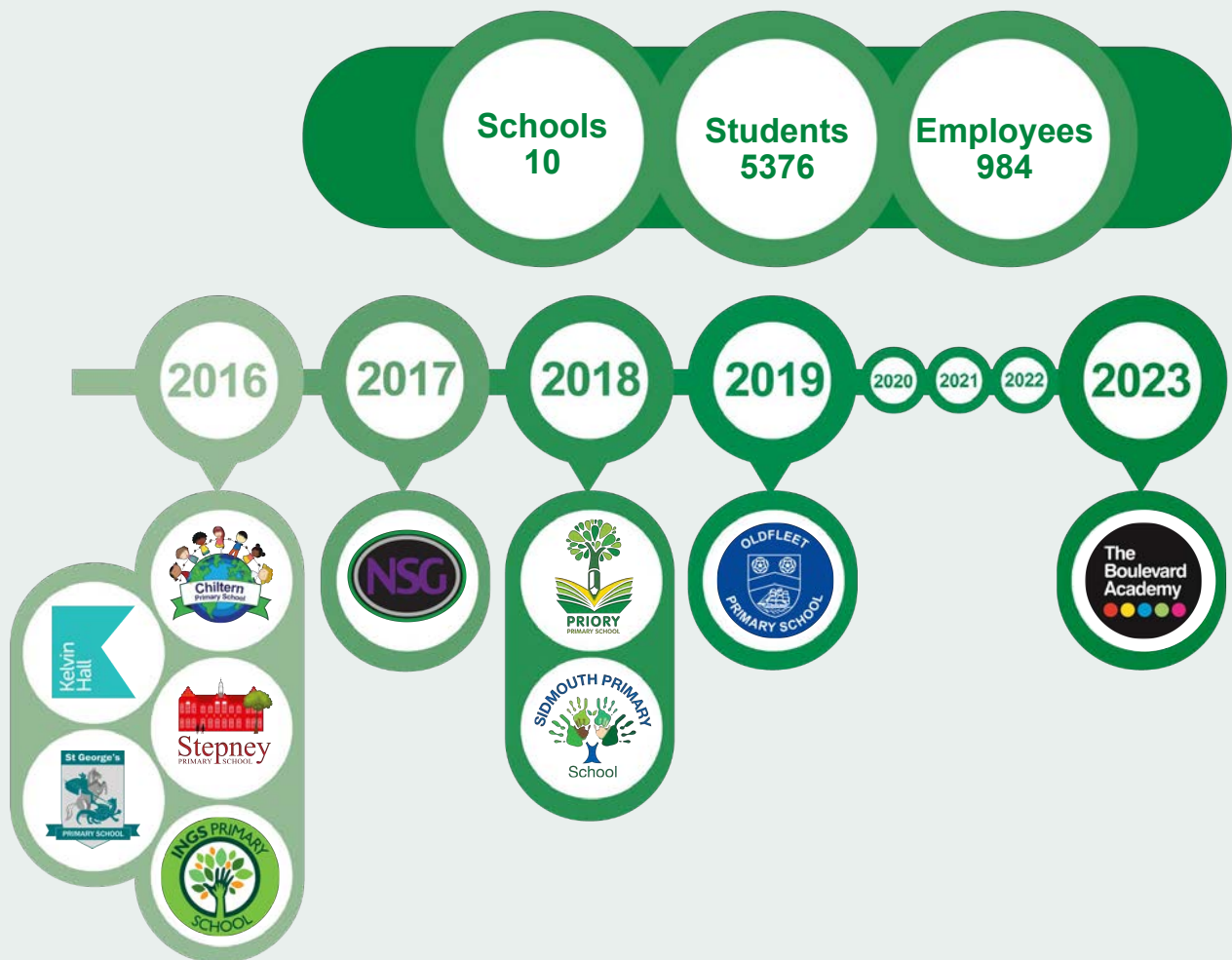
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

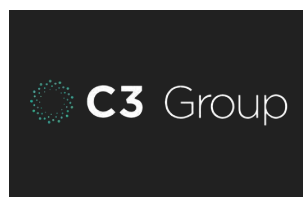


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Site Facilities Officer
Salary: Grade 5 Point 8 - 12 (£25,992 - £27,711 actual salary per annum)
Hours: 37 hours per week, Monday to Friday 7:00am - 10:30am and 14:00pm - 17:30pm
Permanent
As soon as possible

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

St George's is a vibrant inner city primary school looking to appoint a Site Facilities Officer who would relish the challenge of looking after the oldest primary school in the city.

We are looking for someone hardworking and dedicated who would enjoy being part of the St George's school community. In addition to being part of our friendly and supportive school team (including our expert mouser, Squeak), you will have the support of Thrive's site management team.

Visits to the school are recommended.

Closing date: Friday 11th April 2025, 15:00pm

Interview date: Wednesday 23rd April 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Site Facilities Officer
Grade	5
Location	St Georges Primary School
Reporting to	Trust Site Manager

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote and safeguard the welfare of children,
3. young people and/or vulnerable adults.
4. To open school buildings to ensure access prior to the commencement of the school day, closes buildings ensuring site is completely secure on completion of days activities. This includes setting and un-setting of alarms.
5. To undertake emergency and routine cleaning to form part of the schools whole cleaning strategy.
6. To work under guidance the Senior Facilities
7. Assistant and the Managed Facilities Management company performs routine/basic planned and reactive maintenance to ensure school stays in excellent state of repair.
8. To operate mechanical equipment e.g. stairs (bleacher seating), electric gates and doors and ensuring safe and correct use.
9. To contributes and participates in any inspection to comply with Health and Safety or any other legislation.
10. To Complement the schools outsourced ground maintenance contract by performing basic/routine grounds maintenance as needed to ensure the school ground stay in an excellent state of repair.
11. To use IT systems to operate basic functions of Building Management System (BMS) and to respond to reactive calls from members of staff via e-mails.
12. To undertakes routine porter duties including moving furniture, drinking water bottles etc as and when required.
13. To work as part of the Business Administration Team within School, promoting a team ethos and having a collective approach to school work.
14. To works on-call on a rota to respond to call-outs and undertakes the necessary activities to ensure site is safe and secure.
15. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager or Headteacher.
16. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety at Kelvin Hall School, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's Corporate H&S policy.
17. The ability to work at multiple sites across the Academy Trust on a scheduled and adhoc basis.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	General upkeep of the school buildings and grounds including water, gas and electrical equipment. Various tools of the trade Boiler Houses

		E	D	How Identified
Qualifications	NVQ 2 or equivalent qualification or experience in relevant experience	✓		AF, CQ
	Health & Safety Qualification		✓	
Relevant Experience	General ICT Work	✓		AF, I
	Experience of working in a school Environment		✓	
	Experience of the operation of a 21st century building		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The post holder should have the ability to work independently and use their initiative but also must work excellently as part of a larger team	✓		



Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	The post holder should have basic knowledge of ICT and its applications.	✓		
	Knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact the school office on 01482 351013 or email admin@st-georges.hull.sch.uk.

Closing Date: Friday 11th April 2025, 15:00pm

Interview Date: Wednesday 23rd April 2025



St. George's Primary School, St. Georges Road, Kingston Upon Hull HU3 6ED
Telephone: 01482 351013 Email: admin@st-georges.hull.sch.uk

